

March 27, 2013

The Board of Commissioners held its regular meeting March 27, 2013 in the Forand Manor Conference Room – at 5:30pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes of Previous Meeting of February 20, 2013**
- 4. Public Comment/Resident Concerns**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 7. City Wide Art Project**
- 8. Resolution – Public Housing Write-Off's for Review and Approval**
- 9. Bid Review and Approval – Multi Tenant Entry Security System Replacement**
- 10. FY Budget Sequestration Update**
- 11. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**

Potential litigation

12. Adjournment

The meeting was called to order at 5:40pm by Chairman, Cornelius Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Cornelius Flynn, Chairman	
Lucia DaGamma-Therriault, Vice Chairperson	
Julio Castillo, Commissioner	
Gladys Burns, Commissioner	
Paul Charette, Commissioner	
Ray Marcaccio, Attorney	
Tina Sullivan, Executive Director	
Paula Llera-Delgado, Administrative Assistant	

Others in attendance

Bridgett Duquette, Finance Manger
Bill Aunchman, Maintenance Supervisor

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the minutes of 2/20/2013.

There being no questions or concerns a motion was made by Commissioner Burns to approve the meeting minutes of 2/20/2013, the motion was seconded by Commissioner Charette and carried by all present.

Public Comment/Resident Concerns

Chairman Flynn welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Flynn asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Flynn moved to the next topic on the agenda.

Executive Summary

Executive Director Sullivan discussed the Executive Summary Report, with only a few updates. All departments are operating smoothly

Executive Director, Sullivan informed the board of 5 grants that are still in the works, the HUD Family Self Sufficiency Grant (FSS), HUD Security Grant -DEA Grant – HUD Resident Service Coordinator Grant (ROSS), and the June Rockwell Levy Grant.

Executive Director, Sullivan stated that the 5year Annual Plan is in

process and the final paperwork will have to be presented to the BOC for approval in the upcoming months. Commissioner Burns asked exactly what the 5 year plan consisted of, and Executive Director, Sullivan explained in great detail what the plan consisted of, and the requirements by HUD, and the Authority must meet the deadline requirements.

Section 8:

The Executive Director, Sullivan continues to monitor the budget as it relates to Sequestration, administrative and HAP fees. The Section 8 Department has filled the open inspector position. The hours for the inspector have been reduced. The new inspector will also assist with PH inspections as well as Section 8.

Public Housing:

Infestation – There are currently two bed bug issues at Forand Manor. The Authority continues preventative measures for other possible infestation issues

Executive Director Sullivan spoke about the Non-Smoking Policy which has been very difficult to implement. Residences are not following policies/procedures that are in place. Management is in the process of evicting a few residents due to smoking, and continues to monitor the situations.

Resident Services:

The RSC continues with trainings, meetings and gatherings/events representing the CFHA. The RSC has future ideas and schedules for the upcoming months such as a book club at Wilfrid, arts and crafts at Forand collaborating with the YWCA, regular presentations with Charmed Medical Supply Company to give pertinent information, Verizon Fios to present information, anger management workshops, Reiki classes at Forand, City of Central Falls chair exercise class at Wilfrid among other ideas.

The Executive Director provided the Board with a list of upcoming conferences and who is attending.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Commissioner Charette to accept the Executive Summary, seconded by Vice Chairperson DeGamma-Therriault and passed by all present.

Consent Agenda

Executive Director, Sullivan provided an update of upcoming and ongoing projects at both manors. Hurley, O'Neil & Company, P.C -

CFHA Auditor was in and stated that the files are in A+ condition. Some policy changes for the upcoming year which was recommended by the auditor.

Wilfrid Manor

Door Replacement - Lizotte Glass has satisfied the contract to replace/repair door, and door frames.

Exterior Lighting - Energy Wise is finished installing 32 LED outside light fixtures in the parking lot.

Hallway Painting – The Maintenance Department is currently working on a schedule for the preparation of the hallway painting.

Circulator Pump Replacement: This project will be started in the spring of 2013 based on weather.

Heat Boilers/Hot Water Boilers - A RFP is in the process for the replacement of the Heat Boilers/Hot Water Boilers at Wilfrid Manor. This project will be bid in March 2013 and installed the spring 2013.

Forand Manor /Annex

Door Replacement - Lizotte Glass has completed the replacement/repairs of the Door and Door Frames.

Exterior Lighting - Energy Wise will be furnishing and installing 29 LED outside light fixtures in both Forand/Annex parking lots. The project cost is \$17,600 and is solely funded by energy rebates.

Floor Tiles: Maintenance Staff working on replacing hallway floor tiles on each floor.

After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve. Vice Chairperson DaGamma-Therriault made a motion to accept the consent agenda, seconded by Commissioner Charette and passed by all.

Citywide Art Project:

The Central Falls Housing Authority in collaboration with the Central Falls School Department, The Mayor's Office and Segue Charter School organizing an art project/contest. The project is going to be displayed throughout the city's public buildings and parks. Funds for this project are from local sponsor in Rhode Island. This project is a city wide initiative designed to bring the community closer together in celebration of Central Falls, the posters will reflect the national theme of "What Home Means to Me."

Resolution – Public Housing Write-Off's for Review and Approval:

Resolution NO# 1025 Public Housing Write Off in the amount of \$352.00

Resolution NO# 1026 Public Housing Write Off in the amount of \$63.00

The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.

After much discussion regarding the Public Housing Write – Offs with the dollar amounts of \$352.00 (three hundred and fifty two dollars, and zero cents), and \$63.00 (sixty three dollars and zero cents), Commissioner Charette, moved that the foregoing Resolution be adopted and introduced, which was seconded by Vice Chairperson DaGamma-Therriault. Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Vice Chairperson

Julio Castillo, Commissioner

Gladys Burns, Commissioner

Paul Charette, Commissioner

The CHAIRMAN thereupon declared said motion carried and said resolutions adopted.

Bid Review and Approval – Multi Tenant Entry Security System Replacement:

Executive Director, Sullivan provided information to the BOC that was provided to her from the bid review committee, which consisted of Bill Aunchman, Maintenance Supervisor, Bridgett Duquette, finance Manager, and Paula Llera Delgado Administrative Assistant. The committee recommends ATG for this project. ATG bid on the specified product, and was the lowest, and all the references from other housing authorities were satisfactory in all areas. Executive Director, Sullivan and Bill Aunchman, Maintenance Supervisor suggested to the BOC that they go with the committee recommendation, and start the project only in the Annex right now to make sure the system runs smoothly for the residents.

BIDDER COST OF PROJECT

ATG \$45,500

SHANIX \$80,650

DANE TECH \$25,460-\$39,619

SCHNEIDER ELECTRIC \$92,402

After discussion, Chairman Flynn asked if there were any further question regarding the bid. There being no additional questions

Chairman Flynn asked for a motion to accept and approve the Bid for Tenant Entry Lock Security System Replacement Services, and being the first portion of the project in the Annex side of the building. Commissioner Charette made a motion to approve the contract, and award the security contract to Command Security Service. Seconded by Commissioner Burns and passed by all.

FY Budget Sequestration Update:

Executive Director Sullivan explained in great detail what exactly needs to happen with the budget at the Authority. These decisions were based on lengthy meetings with the account, and allocation of funds. Speculation is growing that sequestration, the across-the-board cuts to all non-defense discretionary spending and other parts of the federal budget Data released by the Office of Management and Budget and the White House highlights the consequences of sequestration.

Executive Director Sullivan stated it's not too late to educate and make decisions based on real consequences sequestration will have on the vulnerable populations served by the federal programs. April-December pro-rations for the Public Housing Operating Fund and Section 8 voucher program administrative fees will fall even lower than the dangerously low levels recently announced.

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Burns and seconded by Vice Chairperson DaGamma-Therriault to adjourn the meeting at 6:35pm. The motion was carried by all.